



70TH INTELLIGENCE WING

Supplement 1

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Communications and Information

PUBLICATIONS MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

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Certified by: 70 IW/SC (Lt Col Robert B. Cabell)

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AFI 33-360, Volume 1, 6 May 2002, is supplemented as follows. It applies to all 70th Intelligence Wing (70 IW) staff offices and subordinate units who prepare, manage, review, certify, approve or use publications. This supplement does not apply to 70 IW-gained Air National Guard (ANG) or Air Force Reserve Command (AFRC) members or units.

1.1.3. All 70 IW customers can locate the most current 70 IW publications on the 70 IW homepage, which is on the Unclassified, Secret, and Top Secret Local Area Networks (LAN).

1.7.1.1. 70 IW official electronic publications are located on the 70 IW homepage, which is on the unclassified, secret and Top Secret LANs. The 70 IW homepage is the designated on-line source for the unit's official publications. The unclassified site for all official 70 IW electronic publications is:

<https://www.ft-meade.af.mil>. When a subordinate unit establishes a publications and forms office to designate the unit's official site, send a copy of the approval memorandum and the unit web site to the 70 IW publishing manager, 70 IW/SCM. 70 IW/SCM will link the unit's site to the 70 IW web site.

1.9.5. The 70 IW commander (70IW/CC) is the approving official for all 70 IW publications.

1.11. 70 IW division chiefs are the certifying officials for all 70 IW publications. The current 70 IW certifying officials (by office) can be found on the 70 IW Unclassified, Secret, and Top Secret homepage or by contacting the 70 IW Publishing Manager.

1.12. The 70 IW Publishing Manager is located in the 70 IW/SCM office.

1.12.1. The 70 IW/CC will send the 70 IW Publishing Manager appointment letter to the Headquarters Air Intelligence Agency's Publishing Office (690 SPTS/SCM) and a courtesy copy to Headquarters Air Combat Command's Publishing Office (HQ ACC/SCWX). Group Publishing Managers will send their appointment letter to 70 IW/SCM for forwarding to 690 SPTS/SCM.

1.12.2. Within the 70 IW, the division chiefs are certifying officials on all 70 IW publications. 70 IW/CC is the approving official on all 70 IW publications.

1.13.1. The Office of Primary Responsibility (OPR) will contact the appropriate publishing manager for guidance as soon as the need is identified to establish a new, revised, or rescinded publication.

1.13.10.1. (Added) Ensure all staff offices' coordination and corrections are made to the publication and the certifying official has signed and dated the AF Form 673, **Request to Issue Publication**, before sending it to the publishing manager.

1.13.18. (Added) (70 IW staff offices only) Prepare all new and revised unclassified publications in electronic format and forward them to the 70 IW publishing manager. All unclassified 70 IW publications will be given to the 70 IW Publishing Manager via unclassified floppy diskettes, unclassified compact diskettes, or unclassified network. Do not send unclassified publications via the classified networks. All classified publications will be forwarded to the 70 IW publishing manager via the appropriate classified network.

1.13.19. (Added) Maintain, mark and file holdover supplements according to paragraphs 3.45.5 and 3.45.5.1 of AFI 33-360, Volume 1.

1.15.15. (Added) Will ensure the proper offices are included in the coordination of all new and revised publications by utilizing AF Form 673. This coordination will allow for the identification of vulnerabilities within the publication.

1.15.16. (Added) Will ensure all coordination and corrections are made to the publication and the certifying official signed and dated the AF Form 673 before accepting it from the OPR.

1.15.17. (Added) (70 IW staff offices only) Will receive the final draft electronically from the OPR. This procedure is necessary to publish the final publication electronically on the 70 IW web homepage.

1.15.18. (Added) Will not make any changes to the content of the publication; only formatting changes will be made.

1.15.19. (Added) Will keep the official record sets of approved publications in accordance with AFMAN 37-139, *Records Disposition Schedule*. Record sets will consist of; all coordination, comments, a final copy of the approved publication, AF Form 673, AF Form 1382, **Request for Review of Publications and/or Form(s)**, and any background material.

1.15.20. (Added) Will ensure the approving official signs the AF Form 673 after all staff office coordination has been complete.

1.15.21. (Added) Train all newly appointed Publications Monitors within 90 days of appointment to duty.

1.15.22. (Added) Ensure holdover supplements are maintained, marked and filed according to paragraphs 3.45.5 and 3.45.5.1 of AFI 33-360, Volume 1.

1.16. (Added) Publications Monitors .

1.16.1. (Added) Publication Monitors. All wing and group staff offices will appoint a publication monitor in writing to help administer the publication management program. Each staff office will send the name, office symbol, unclassified e-mail address, and telephone number to their appropriate publications manager. The publication monitor will:

1.16.2. (Added) Ensure publications (within their office) are established in compliance with higher headquarters' and local guidance.

1.16.3. (Added) Create and maintain a continuity book with current and essential information covering local and higher headquarters' publications management guidance.

1.16.4. (Added) Review all proposed publications being developed from their respective office(s) to ensure compliance with higher headquarters' and local guidance.

1.16.5. (Added) Be trained within 90 days of appointment to duty.

1.17. (Added) Supervisor/Trainer.

1.17.1. (Added) Supervisors/Trainers are responsible for annotating all publications management training in the trainee's training record. The minimum training required will be annotated in the AF Form 623, **On-The-Job Training Record**. Any additional training identified by the trainee's supervisor will be annotated in the AF Form 797, **Job Qualification Standard Continuation/Command JQS**.

2.3.8. Visual aids are publications and will be coordinated with the 70 IW minimum mandatory coordination offices (identified in **Table 3.2.** of this supplement).

3.1. Developing publications is encouraged if it will simplify and make a task easier by defining individual responsibilities and procedures. However, do not publish a publication if detailed responsibilities and procedures are identified in higher headquarters' directives. All 70 IW OPRs will ensure that they research higher headquarters' publications to ensure less restrictive guidance is not incorporated in their draft publications. Higher headquarters' OPRs will research subordinate publications to see if guidance is duplicated and could be incorporated in their guidance. If guidance is already published in higher headquarters' publications, it will be supplemented rather than creating a new publication. The 70 IW's goal is to supplement rather than publish new publications, at least 90% of the time. This is consistent with ACC's goal.

3.2. Coordination on all 70 IW policy letters or messages requiring 70 IW/CC's signature is the same as for publications. The policy letter must obtain the same minimum mandatory coordination that publications receive. Staffing of policy letters can be accomplished by using the AF Form 1768, **Staff Summary Sheet**. An electronic copy of all approved policy letters will be forwarded to the publishing manager for posting to the 70 IW homepage.

3.9.10.4. (Added) (70 IW Staff Offices Only) Coordination with the ANG or AFRC for 70 IW publications is only needed if the publication applies to the ANG and/or AFRC. The OPR will contact the Publishing Manager if there is a need to coordinate a publication with the ANG or AFRC.

3.15. All new/revised publications will be sent for coordination as a DRAFT, not as an approved official document.

3.17.1. (Added) OPRs will coordinate their proposed publication with their higher headquarters' functional counterpart. This coordination will ensure higher headquarters can verify that the proposed publication is not less restrictive than higher headquarters' guidance.

3.19.2. (Added) Each office will have 10 working days to coordinate on draft publications. Electronic coordination is highly encouraged (unless the OPR feels it important for all offices to see each other's comments. These are the options for electronic coordination:

3.19.2.1. (Added) E-mail . If OPRs decide to obtain coordination electronically (via e-mail), they must enclose a copy of the e-mails (even replies of concurrence) they receive in the publication package. These e-mails serve as proof of coordination. The e-mails will be filed with the publication record set as an official record. In the AF Form 673 coordination entries, simply put "Via E-mail (Attached)", the date, and DSN phone number and then attach the e-mail(s) behind the AF Form 673.

3.19.2.2. (Added) Facsimile . Another option to use for capturing electronic coordination is via facsimile. Follow the same procedures provided earlier for e-mail coordination. The only difference is that the OPR will provide their facsimile phone number so coordinators can send back their replies via facsimile.

3.20. The effective date of 70 IW publications is the date the approving official signs the AF Form 673.

Table 3.2. Minimum Mandatory Coordination for All 70 IW Publications

694 IG/CC
543 IG/CC
373 IG/CC
All 70 IW Staff Office Chiefs
70 IW/DO (Operations Security)
70 IW/SCM (Privacy Act/Freedom of Information Act/Records Manager)
70 IW/CCA (Superintendent, Wing Command Section)
70 IW/CCC (Senior Enlisted Advisor)
70 IW/SCM (Publishing Manager)

NOTE 9. (Added) OPRs. Ensure all the above offices are listed on AF Form 673. Use as many AF Form 673s needed to list all coordination. Also, it is highly recommended for OPRs to coordinate your publication with your higher headquarters' and group functional counterparts. For example, 70 IW Publishing Manager will coordinate draft publication with HQ AIA Publishing POC and Group Publishing POCs.

NOTE 10. (Added) Coordinators. Ensure the publication has been reviewed by appropriate offices/person/POC prior to sending back to OPR.

NOTE 11. (Added) Certifying Officials. The certifying official is normally a minimum of one organizational level above the OPR and certifies the need for the publication, to include currency of information, applicability to the Air Force, propriety of content, and ensures the publication is in good taste, by signing the AF Form 673, in block 18. In the 70 IW, division/office chiefs serve as certifying officials. Before signing the AF Form 673, it is the responsibility of the certifying official to make sure publications are not less restrictive than the basic publication. If needed, they can be more restrictive.

NOTE 12. (Added) Approving Officials. The approving official is a minimum of one organizational level above the certifying official. This person reviews, comments on, and approves draft manuscripts of publications when coordination or approval is required. They ensure the proposed publications do not conflict with higher headquarters directives or the policies and procedures in their areas of responsibility. Approve publications on the AF Form 673, in block 21, this verifies the publication is in consonance with Air Force doctrine, existing law, National, DoD, and Air Force policy, and is approved for publication. The signature block of the approving authority appears on the last page of the publication, before the attachments. The approving official for all 70 IW publications is the 70 IW/CC.

3.22. Perform review, staff office coordination, and editing on the draft; make all corrections where necessary; and return the final draft to 70 IW/SCM for preparation for signature by the approval authority. All staff office coordination comments will be included in the package that will be forwarded for the 70 IW/CC's review and approval.

3.43.1.1. All OPRs writing a classified publication will follow the guidance in AFI 31-401, *Managing the Information Security Program*, for guidance on marking classified documents. OPRs will contact 70 IW/SF and 70 IW/SCM offices as soon as the need is identified to establish a classified publication.

3.43.2.2. 70 IW publications will receive "L" distribution, unless the OPR states otherwise. The 70 IW publishing manager will post the publications to the 70 IW homepage, which is on restricted networks and perform additional distribution as necessary.

3.43.2.3. "X" distribution will be used for 70 IW classified publications. When using "X" distribution, the OPR will stock and issue all copies of the publication.

3.45.7.3. To add a paragraph between paragraphs in the basic publication, identify it by a point number and the words "Added" in parentheses; e.g., a new paragraph following paragraph 4.1 would be shown as 4.1.1. (Added) Title.

3.45.7.3.1. (Added) To add paragraphs that only pertain to a specific unit:

3.45.7.3.1.1. (Added) Identify it by a point number and the words "Added" and "Specific Unit" in parentheses; e.g., a new paragraph following paragraph 4.1 would be shown as 4.1.1. (Added) (70 IW Staff Offices Only) Title. Or, write who it specifically pertains to in the added paragraph; e.g., 4.1.1. (Added) This paragraph only applies to the 70 IW staff offices.

3.49.1. When a publication needs to be rescinded, the OPR will notify the publishing manager prior to completing any rescission documents. The OPR will annotate the rescission block (F) of the AF Form 1382, and leave the approving official block blank. Within the remarks section, the OPR will write "See Attached Memorandum". The OPR will prepare a justification memorandum requesting rescission, signed by the authorized certifying official and advise all interested staff offices by providing them a copy of the memorandum for coordination and any comments. After coordination of the memorandum has been completed, the OPR will forward the entire package (AF Form 1382 and justification rescission memorandum) to the publishing manager. The publishing manager will forward the AF Form 1382 for the approving official's signature and the attached justification memorandum. Once the rescission is approved, the publishing manager will notify the OPR of the official rescission. At this point, the OPR will notify all affected offices of the rescission.

3.66. The publishing manager initiates publication reviews annually in the anniversary month of the publication using AF Form 1382. Upon receipt of AF Form 1382, the OPR will complete section II, items 9A-F, (11) or items 10A-G, (12) when applicable, date, sign, and return the original copy to the publishing manager by the suspense date. OPRs will ensure suspense dates for revision/change drafts are met and contact the publishing manager if an extension is needed. At any time changes are necessary, a special review will be accomplished by the OPR. The OPR will notify the publishing manager of the special review so the publishing manager can initiate an AF Form 1382. This form will be annotated as a special review and sent to the OPR for completion. Do not wait until the annual review date to begin your rewrite or processing of proposed changes.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

JQS—Job Qualification Standard

LAN—Local Area Network

OPSEC—Operations Security

Attachment 4**EDITORIAL GUIDE FOR DRAFTS AND GUIDANCE FOR PREPARING,
REVIEWING, AND EDITING PUBLICATIONS**

A4.18.1. (Added) OPRs will create an Attachment 1 to show all abbreviations used in their publication titled “Abbreviations and Acronyms”. See [Attachment 1](#) and paragraph A4.10.2.1 of AFI 33-360, Volume 1 for additional guidance and examples. When supplementing a higher headquarters’ publication, do not list abbreviations and acronyms already listed in the higher headquarters’ publication.

A4.19. OPRs will create an Attachment 1 to show all terms used in their publication titled “Terms”. See [Attachment 1](#) and paragraph A4.10.2.1 of AFI 33-360, Volume 1 for additional guidance and examples. When supplementing a higher headquarters’ publication, do not list terms already listed in the higher headquarters’ publication.

A4.32. (Added) References. OPRs will create an Attachment 1 to show all references used in their publication titled “References”. See [Attachment 1](#) and paragraph A4.10.2.1 of AFI 33-360, Volume 1 for additional guidance and examples. When supplementing a higher headquarters’ publication, do not list references already listed in the higher headquarters’ publication.

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